

COURSE SCHEDULING POLICY

Purpose Statement

~~The purpose...~~ The purpose of this course scheduling policy is to ensure consistency, transparency, and academic integrity in the scheduling of classes across the institution. It establishes clear guidelines regarding session dates, class meeting times, required breaks, and approval processes for exceptions. By doing so, the policy supports effective academic planning, promotes student success, and ensures compliance with institutional standards.

Policy

The scheduling of classes for ~~fall and winter~~ all academic terms: ~~semesters must follow the approved matrix:~~

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00—8:50 am		8:00—		8:00—	
9:00—9:50 am		9:15 am		9:15 am	
10:00—10:50 am		9:30—		9:30—	
		10:45 am		10:45 am	
11:00—11:50 am		Campus Meeting Time		Campus Meeting Time	
12:00—12:50 pm		12:00—		12:00—	
1:00—1:50 pm		1:15 pm		1:15 pm	
2:00—2:50 pm		1:30—		1:30—	
		2:45 pm		2:45 pm	
3:00—3:50 pm		3:00—		3:00—	
		4:15 pm		4:15 pm	
4:00—4:50 pm		4:30—		4:30—	
5:00—5:50 pm		5:45 pm		5:45 pm	

6:00–6:50 pm		6:00– 7:15 pm		6:00– 7:15 pm	
7:00–7:50 pm		7:30– 8:45 pm		7:30– 8:45 pm	
8:00–8:50 pm					
9:00–9:50 pm					

Campus meeting times are on Tuesday and Thursday at 11:00 a.m. No classes will be scheduled during this time.

Monday, Wednesday, and Friday classes start on the hour for 50 minutes or Monday and Wednesday classes start at 8:00, 9:30, 11:00, 1:30, 3:00, 4:30, or 6:00 for 75 minutes. This minimizes the time conflicts on M/W/F and M/W to allow for both 50-minute and 75-minute classes on those days.

Tuesday and Thursday classes start at 8:00, 9:30, 1:30, 3:00, 4:30, or 6:00 for 75 minutes.

~~Course offering configurations starting at 3:00 p.m. do not have to follow the Monday–Wednesday–Friday 50-minute timeframe, or the Tuesday–Thursday 75-minute timeframe.~~

Classes will not run later than 10:30 p.m.

The dean of the appropriate college must approve exceptions to this ~~matrix~~ schedule.

When classes are scheduled in blocks of two hours or more, ~~accommodations for~~ a 10-minute break for each two-hour time block must be included.

All classes must be scheduled within the approved session dates for each semester and not be offered across semesters. The approved session dates can be found in the on-line schedule book. The Vice President for Academic Affairs must approve any exceptions for courses scheduled outside established sessions.

Prior to early registration, all courses scheduled ~~both on and off campus~~ must include days and times the classes will meet. The dean of the appropriate college must approve any exceptions.

Audience

The intended audience for this policy is faculty and staff.

Definitions

Contacts

For questions regarding this Policy, contact the Office of the Provost at AcademicAffairs@ferris.edu.

Related Documents

History

This policy supersedes policy 2:3.